



TRANSCRIPT REQUEST FORM

CURRENT YEAR GRADUATES - Please go to www.ga.futures.org to send your transcript electronically to any Georgia school. To have your transcript sent to an out of state school, complete this form and submit for processing to the Guidance Department via fax at 770-784-2918.

OUT OF STATE REQUESTS - Complete this form and submit for processing by the Guidance Department

Note: Student records dated 1998-2005 are stored at the Board of Education; please contact them at 770-787-1330.

DATE REQUESTED _____

STUDENT NAME _____

DATE OF BIRTH _____

CURRENT GRADE _____

YEAR GRADUATED _____

YEAR WITHDRAWN _____

STUDENT/PARENT SIGNATURE _____

PHONE NUMBER _____

EMAIL _____

TRANSCRIPT DELIVERY OPTIONS: 1. _____ I WILL PICK UP

2. _____ MAIL TO SCHOOL BELOW

NAME OF SCHOOL _____

DEPARTMENT _____

ADDRESS _____

CITY/ST/ZIP _____

Note any deadline or special circumstance here:

Please Note:

- Please allow 48 hours for processing. You may check with the records clerk several days before deadline to be sure your request has been processed.
- Due to privacy guidelines, we do not send transcripts to residences or personal email accounts.
- Proper ID must be shown to request a transcript in person.
- We are not able to send any test scores.

FOR OFFICE USE ONLY

DATE COMPLETED _____

SIGNATURE _____

How to send a transcript to a college via GAfutures website.

1. Log into www.gafutures.org. If you do not have an account, create one. Make sure to include your social security number, even though it is optional.
2. Click on "My Transcript".
3. Select the college that you want to send your transcript to
4. Select Eastside High School as the school the transcript will be sent FROM
5. Click the "I acknowledge" box.
6. Click the "send" button.

Note: If your college is not listed on www.gafutures.org, you will need to provide us with a mailing address for the admissions office and we will mail one for you.

Another option is to contact the admissions office for the college and ask for an email address or fax number to have the transcript sent electronically; which is our preferred method.